



THE UNDER SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

5050
PID
21 Feb 19

From: Under Secretary of the Navy
To: Department of the Navy, Sexual Assault Prevention and Response Office
Subj: APPROVAL TO HOST THE NATIONAL DISCUSSION ON SEXUAL ASSAULT AND SEXUAL HARASSMENT AT AMERICA'S COLLEGES, UNIVERSITIES, AND SERVICE ACADEMIES, APRIL 4-5, 2019, ANNAPOLIS, MARYLAND

Ref: (a) SAPRO E-mail Request of 29 Jan 19
(b) DoD Conference Guidance, Version 4.0 of 26 Jun 16

Encl: (1) Department of the Navy Hosted Conference Reporting Form

1. The request in reference (a) to host the subject conference is approved.

2. The Director, Department of the Navy Sexual Assault Prevention and Response Office (DON SAPRO) must:

a. Monitor and track registration to ensure that the total cost to the Department of Defense (DoD) does not exceed \$375,000 without prior approval. Additionally, all DON specific costs must not exceed \$200,000 without prior approval.

b. Report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Programs and Integration Division no later than April 19, 2019. Complete the "Actual" column of enclosure (1) and send via e-mail to W_DONAA_PTGN_CSD_USO1@navy.mil.

c. Ensure all contracting actions comply with applicable fiscal and procurement laws and regulations.

3. Attendees should contact Ms. (b) (6), DON SAPRO, at (b) (6)@navy.mil or (b) (6) if they have any questions and to confirm their attendance.

4. Rental cars shall not be authorized unless they are mission required or the most cost effective means of transportation, and specifically approved by the authorizing official.

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5. The attendees must annotate their travel vouchers if meals are provided by the conference host.
6. Lodging and meals will be reimbursed to the attendees in a Temporary Additional Duty status only at the authorized per diem rate.
7. Lodging has been blocked for all DoD travelers at several hotels in the Annapolis environs at the per diem rate. DoD travelers requiring lodging should go to <https://www.secnav.navy.mil/sapro/2019-NATIONAL-DISCUSSION-ON-SEXUAL-ASSAULT-AND-SEXUAL-HARASSMENT/Pages/default.aspx> to view lodging options.
8. If applicable, the attendees are required to file tax exemption forms to reduce lodging expenses.
9. The attendees must be good stewards of taxpayer dollars in attending this event.
10. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.
11. In accordance with the reporting requirements of reference (b), this event will be reported to the DoD and publically posted as part of the Fiscal Year 19 DoD Annual Conference Report.

(b) (6)

Thomas B. Modly (b) (6)

Department of the Navy Hosted Conference Reporting Form		
Conference Name:		
Start Date:		
End Date:		
City:		
State:		
Zip Code:		
Venue:		
Country:		
Total Number of DoD Sponsored Attendees:		
Date Submitted to Final Approval Authority for Approval:		
Date Approved:		
Conference Purpose: (Describe the purpose for hosting the conference. Do not use acronyms.)		
Cost Methodology: (Briefly explain methods that were used to determine the cost of the conference, i.e. cost spreadsheet analysis.)		
Were Contracts Awarded on a Competitive Basis? (Yes or No)		
Is the Conference Co-Sponsored with a NFE? (If yes, provide name):		
Was a Non-Federal Conference Planner Used (If yes, provide name):		
Any Additional Comments:		
	Estimated	Actual
Total Number of Conference Attendees:	0	0
Food/Beverage Costs: (Enter the total cost paid by the DoD host for food and beverages.)	\$0	\$0
Audio/Visual Costs: (Enter the costs paid by the DoD host for audio and visual products, services, or related equipment.)	\$0	\$0
Pre-Conference Planning Costs: (Enter outlays for conference preparation and pre-planning. For example, travel to site prior to the event)	\$0	\$0
DoD Participant Travel Costs: (Enter travel costs by the government. This includes transportation, per-diem, lodging, and rental vehicles. Do not include registration fees as a travel cost. Registration fees collected from DoD sources are to be reported under Other Hosting Costs; registration fees collected from non-DoD sources are reported as Revenue.)	\$0	\$0
Other Hosting Costs: (Enter all other conference costs not provided above. Include registration fees collected from DoD sources.)	\$0	\$0
Revenue: (Provide the total revenue for all direct and indirect conference costs collected and retained by DoD from non-DoD sources, such as, registration, exhibitor and sponsor fees.)	\$0	\$0
Total Conference Cost: (Expenses Minus Revenue Retained)	\$0	\$0

Department of the Navy Hosted Conference Reporting Form		
Conference Name:	NATIONAL DISCUSSION	
Start Date:	Thursday, April 4, 2019	
End Date:	Friday, April 5, 2019	
City:	ANNAPOLIS	
State:	MARYLAND	
Zip Code:	00002-1412	
Venue:	UNITED STATES NAVAL ACADEMY	
Country:	USA	
Total Number of DoD Sponsored Attendees:	45	
Date Submitted to Final Approval Authority for Approval:	Friday, January 25, 2019	
Date Approved:	Thursday, February 21, 2019	
Conference Purpose: (Describe the purpose for hosting the conference. Do not use acronyms.)	To advance the national dialogue at the college and university level regarding the scourge of sexual harassment and assault. Evidence-based best practices will be shared on prevention and response efforts, as well as the benefits of increased partnerships and collaboration.	
Cost Methodology: (Briefly explain methods that were used to determine the cost of the conference, i.e. cost spreadsheet analysis.)	COST ITEMIZED SPREADSHEET	
Were Contracts Awarded on a Competitive Basis? (Yes or No)	YES	
Is the Conference Co-Sponsored with a NFE? (If yes, provide name):	NO	
Was a Non-Federal Conference Planner Used (If yes, provide name):	NO	
Any Additional Comments:		
	Estimated	Actual
Total Number of Conference Attendees:	300	438
Food/Beverage Costs: (Enter the total cost paid by the DoD host for food and beverages.)	\$44,000	\$45,000
Audio/Visual Costs: (Enter the costs paid by the DoD host for audio and visual products, services, or related equipment.)	\$5,000	\$0
Pre-Conference Planning Costs: (Enter outlays for conference preparation and pre-planning. For example, travel to site prior to the event)	\$0	\$0
DoD Participant Travel Costs: (Enter travel costs by the government. This includes transportation, per-diem, lodging, and rental vehicles. Do not include registration fees as a travel cost. Registration fees collected from DoD sources are to be reported under Other hosting costs; registration fees collected from non-DoD sources are reported as revenue.)	\$75,000	\$34,500
Other Hosting Costs: (Enter all other conference costs not provided above. Include registration fees collected from DoD sources.)	\$70,000	\$48,160
Revenue: (Provide the total revenue for all direct and indirect conference costs collected and retained by DoD from non-DoD sources, such as, registration, exhibitor and sponsor fees.)	\$0	\$0
Total Conference Cost: (Expenses Minus Revenue Retained)	\$194,000	\$127,660